

ADMINISTRATIVE-EXTERNAL USE ONLY

28 August 1974

STATINTL

MEMORANDUM FOR:

SUBJECT: CDC Student Evaluation

1. I apologize for the lateness of this reply to your memo of 22 July 1974, but the press of new duties and a vacation prevented me from getting to it.

2. I am sorry that I was unable to evaluate your performance higher than I did, but such judgments are necessarily subjective and I gave as accurate an appraisal as I could. Several Office directors and other students, including some to whom you talked about your evaluation, have commended me for the apparently honest and constructive attempt made to evaluate the students. Such an evaluation was part of my job, and I did it as conscientiously as I could, commenting on both good and bad points and keeping in mind the comparable performance of all the other class members.

3. I point out that the information sheet sent to all students at the beginning of the course stated in the final paragraph "Students will be evaluated by the Course Director. Evaluation criteria will include: attitude, team spirit, tact, interest and willingness to participate, initiative, preparation of critiques and projects, etc." This was reiterated in my early meetings with the class and I believe understood by all concerned.

STATINTL

Director

DDS&T Career Development Course

Distribution:

Original - Addressee

1 -

1 - D/CDC

STATINTL

STATINTL

OSI:OD: (28 August 1974)

ADMINISTRATIVE-EXTERNAL USE ONLY